

**SECRET**

65-5528

5 OCT 1965

MEMORANDUM FOR: Deputy Director for Plans  
Deputy Director for Intelligence  
Deputy Director for Science and Technology  
Deputy Director for Support

SUBJECT : Control of Overtime

REFERENCE : Action Memorandum 355, 28 January 1964

1. Action Memorandum A-355 establishing overtime targets is hereby rescinded.

2. Deputy Directors are urged to continue to find ways of reducing overtime expenditures and to apply Agency overtime policies with consistency and equity. The Office of Computer Services will continue to provide to Deputy Directors the quarterly machine run of all employees in their Directorate receiving overtime.

/s/ L. K. White

L. K. White  
Executive Director-Comptroller

cc: Inspector General  
General Counsel

PAS/BPAM [ ] clr(1 Oct 65) [ ]

Distribution:

1 - Each Addressee and cc addressee

✓ 1 - Executive Registry

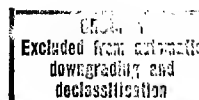
1 - DCI Admin Officer

1 - BPAM Subject (PAS)

1 - ~~Office of Finance~~ Reading

1 - PAS Chrono (withheld)

1 - 24 Nov

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65-5528

**MEMORANDUM FOR:** Deputy Director for Plans  
Deputy Director for Intelligence  
Deputy Director for Science and Technology  
Deputy Director for Support

**SUBJECT:** Overtime Controls

**REFERENCE:** Action Memorandum 355, 28 January 1964

1. Referenced Action Memorandum placing a target of 25% reduction in overtime from the 1963 level is hereby cancelled. No specific targets for offices or directorates will be set at this time, but you are urged to continue all efforts to reduce your overtime expenditures and apply the Agency overtime policies with consistency and equity.

2. The quarterly machine run of all employees receiving overtime in your Directorate will continue to be furnished to you, but the quarterly Office of Finance report will be discontinued. However, the Office of Finance and the Office of Budget, Program Analysis and Manpower will continue to maintain current financial and hourly overtime records which can be made available to you on request.

L. K. White  
Executive Director-Comptroller

PAS/BPAM/[ ] (clr(22 Sep 65) [ ]  
Distribution:

- 1 - Each Addressee (Identical memos to Inspector General & General Counsel)
- 1 - Executive Registry
- 1 - BPAM Subject (PAS)
- 1 - PAS Chrono
- 1 - DCI Admin Officer

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GROUP 1  
Excluded from automatic  
downgrading and  
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